

EMPLOYEE RELATIONS DEPARTMENT
PERSONNEL SERVICES DIVISION
CENTER FOR EMPLOYMENT APPLICATION
140 WEST FLAGLER STREET, SUITE 105
MIAMI, FLORIDA 33130



Delivering Excellence Every Day

CAREER EMPLOYMENT OPPORTUNITY BULLETIN

IMPORTANT APPLICANT INFORMATION

POSITIONS REQUIRING APPLICANTS TO APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Employment applications for Miami-Dade County employees are accepted Monday through Friday at the above address. Typing skills test and key stroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date. Employment applications from applicants not currently employed by Miami-Dade County are accepted Tuesday through Friday at the above address. Please do not submit resumes for these positions.

POSITIONS REQUIRING A COMMERCIAL DRIVER LICENSE

As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form. The signing of the release form authorizes previous employers to provide to Miami-Dade County information regarding positive controlled substance test results, alcohol test results of 0.04 or greater, and/or refusals to be tested for alcohol/controlled substances. Additionally, if one of the above occurred in prior employment, proof of negative retest, documented evaluations by a substance abuse professional, and proof of rehabilitation will be required. This information is limited to two years preceding the date of inquiry.

QUALIFIED APPLICANTS WITH DISABILITIES

Individuals with disabilities, who are seeking reasonable accommodation with County employment applications, examinations, or interviews, including sign language translation, may call the Office of Reasonable Accommodation at (305) 375-5876 for assistance. Text telephone (TTY) users should call (305) 375-5645 or use the Florida Relay Center at 711.

FEDERAL SELECTIVE SERVICE SYSTEM

In accordance with Section 2-11.29 of the Miami-Dade County Code, all males from the ages of 18 through 25 are required to register with the Federal Selective Service System under the Military Service Act, 50 U.S.C. App. 453. Applicants must provide proof of registration within ninety (90) days of appointment. Registration with the Federal Selective Service System is a condition of continued employment.

VISIT THE EMPLOYEE RELATIONS DEPARTMENT'S WEBSITE

Please visit the Employee Relations Department's website (www.miamidade.gov/emprel/) to view information regarding County job opportunities, employee benefits, training, payroll, compensation (job descriptions and pay plans), disability, and retirement. Visitors to our site are encouraged to take advantage of our services, which are provided to serve you in a manner consistent with our philosophy to deliver the highest quality of services to which our citizens and employees are entitled. Hiring decisions are contingent upon a background investigation and physical examination, including alcohol/drug screening.

CALL OUR JOBS INFORMATION HOTLINE AT (305) 375-JOBS

Opportunity is Ringing for Job Seekers: Call the Job Hotline Number at (305) 375-JOBS (5627) and hear detailed information on all Miami-Dade County job postings, hear the last three jobs for which you applied, and if you have a resume on file, you can even apply for resume positions, or obtain detailed information by visiting our website at www.miamidade.gov/jobs, Team Metro Offices, Libraries or the Center for Employment Application.

RESIDENCY REQUIREMENT

In accordance with the provisions of Section 2-11.17 of the Code of Miami-Dade County, applicants must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. The Building Department is authorized to hire plans processors and building inspectors in all trades who reside in Broward County. Sworn classifications in the Corrections and Rehabilitation Department, Miami-Dade Fire Rescue Department, Miami-Dade Police Department, and Miami-Dade Aviation Department personnel who work at the Dade-Collier Training and Transition Airport (TNT) are not required to establish and maintain residency in Miami-Dade County.

VETERANS' PREFERENCE

Preference will be given to veterans and spouses of veterans when applicable. At the time of application, those claiming this preference must submit documentation of eligibility for preference, such as a copy of a DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility from the armed force(s) (Army, Navy, Air Force, Marine Corps, and/or Coast Guard of the United States). The DD214 (Member-4), Certificate of Discharge, and Statement of Eligibility must include wartime dates of service and an "honorable" discharge. In addition to the DD214 (Member-4), Certificate of Discharge, or Statement of Eligibility, those who are claiming preference as a disabled veteran must provide a recent letter (within one year) from the Department of Veteran's Affairs or Department of Defense stating the percentage of their service-connected disability at the time of application. All veterans are required to complete a Veteran's Preference Claim Form at the time of application.

Revised: August 30, 2005

Visit our job announcements on the web site (www.miamidade.gov/jobs)

REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR QUALIFIED PERSONS WITH DISABILITIES FOR THE EMPLOYMENT APPLICATION, EXAMINATION, OR INTERVIEW PROCESS TO INCLUDE SIGN LANGUAGE TRANSLATION ASSISTANCE BY CALLING (305) 375-5645.

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND OPPORTUNITY IN EMPLOYMENT AND SERVICES
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INSTRUCTIONS TO APPLY FOR POSITIONS

Applicants applying for positions indicated as **MUST APPLY IN PERSON**, **MUST SUBMIT RESUME**, **MUST TAKE EXAMINATION**, and/or **MUST TELEPHONE** must follow the required procedures listed below.

MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION

Applicants must complete an employment application, apply in person and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution as indicated for each position. Typing skills test and keystroke skills tests are scheduled at the time of application. The scheduled date may be different from the application date. Unless otherwise indicated, applicants must apply in person at the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date. Applicants should indicate all computer skills and education on the employment application. *Please do not submit resumes for these positions.*

For positions with the Park and Recreation Department, interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a Park and Recreation Department list for future vacancies. *Please do not submit resumes for these positions.*

MUST SUBMIT RESUME

Unless otherwise indicated, applicants may submit one (1) copy of their resume indicating social security number for each position indicating requisition number and title of position to the Employee Relations Department, Personnel Services Division, Center for Employment Application, 140 West Flagler Street, Suite 105, Miami, Florida 33130 by the closing date or refer to our web page (www.miamidade.gov/jobs) regarding electronic resume submittal instructions or call our JOBS hotline at (305) 375-JOBS (5627). Applicants may utilize our Resume Drop Box at the Center for Employment Application to submit resume. *Applicants should indicate all computer skills and education on the resume.* Applicants must submit required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution during the interview selection process.

MUST TAKE EXAMINATION

Applicants must apply in person to complete an employment application and present all required documents such as degrees and/or official transcripts indicating degree confirmation or required coursework, licenses, certifications, test results, and/or permits from an accredited or certified institution at the address indicated by the closing date. *Please do not submit resumes for these positions.*

MUST TELEPHONE

Applicants must contact the person indicated by the closing date. Interviews are scheduled on a first come first served basis. Applicants who are not immediately interviewed will be maintained on a list for future vacancies. *Please do not submit resumes for these positions.*

Revised: August 30, 2005

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RESUME APPLICATION INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

Please submit one (1) copy of your resume for each position for which you are applying.

Resumes may be updated at any time to include any address, education, work experience, name changes, etc., by submitting an updated copy of your resume.

HERE IS HOW IT WORKS:

Miami-Dade County utilizes a computerized resume processing system. Your resume will be scanned into a computer as an image. This information will be stored in our database and will be used for all positions for which you apply until you submit an updated resume. Your resume will remain in our database for a period of one (1) year. Please note that any resume updates or new resume submissions will supersede your previous resume in our database.

THE FOLLOWING INFORMATION WILL ASSIST YOU IN PREPARING A "SCANNABLE" RESUME:

- Submit your resume - Suggested maximum length: 4 pages
- Submit single-sided originals on clean, white paper
 - Use size 10 or 12 basic type
 - Use standard fonts and crisp, dark type
- Include your name, address, telephone number(s), and social security number at the top of the first page and your name only on any subsequent pages
- Use a chronological format, listing most recent experience first
- Include a summary of skills in the top portion of your resume. Be sure to include any computer skills.
- Use concrete words rather than vague, lengthy descriptions
- Ensure your resume is detailed enough to provide information about your training, education and experience

Revised: August 30, 2005

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RESUME SUBMITTAL INFORMATION

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

The following are the new required procedures for submitting resumes to Miami-Dade County:

- Be sure your resume is received by the closing date of the position. Resumes received after the closing date will not be considered.
- Submit documentation of eligibility for veteran's preference when applicable.
- Required documentation such as degrees, official transcripts, licenses, certifications, test results, and/or permits from an accredited or certified institution must be submitted during the interview selection process unless otherwise specified in the job announcement. Applicants will no longer be required to submit this documentation with the resume submittal.

The following are recommendations, which will ensure efficient processing of your resume in our new, computerized recruitment system:

DO ...

- Submit an original resume with crisp, dark type.
- Use black ink on white 8 ½" X 11" paper printed on one side only.
- Provide a comprehensive detailing of your experience, education, knowledge, abilities, and/or skills on your resume. Preferably, resume will not exceed four pages.

DON'T...

- Make your resume two columns or look like a newspaper or newsletter.
- Submit degrees, licenses, references, certifications, test results, permits, transcripts, etc. unless specifically requested in the job announcement.
- Use italics, bullets, underlines, shadows, or reverse types.
- Use vertical/horizontal lines, graphics, or boxes.

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ELECTRONIC RESUME SUBMITTAL INSTRUCTIONS

(FOR MUST SUBMIT RESUME POSITIONS ONLY)

- Resume must be sent as an attachment to the e-mail and conform to our E-mail Submittal Instructions.
- Resume must be in a Microsoft Word or Text format.
- Resume(s) not received in a Microsoft Word or Text format cannot be opened and therefore will not be considered.
- Subject line should indicate your Name, Social Security Number, Position Title and Requisition Number. If you are applying for multiple positions, please indicate all Position Titles and Requisition Numbers for which you are applying in the Subject Line.
- Resume must be sent to resumes@miamidade.gov.
- Resume must be received by the closing date. Resume(s) received after the closing date will not be considered.

Effective Date: July 17, 2000

Revised Date: September 15, 2005

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MIAMI-DADE COUNTY EMPLOYEES ONLY

POLICE PROPERTY EVIDENCE SPECIALIST 1

Salary: Entry \$27,216 - Max \$45,336 Annually (004306) (Requisition # 6320057)

High school diploma or GED. Two years of experience in the warehousing of stored goods or merchandise or related work such as inventory control or issuing, receiving and auditing supplies are required. (Miami-Dade Police Department) (Northwest)

CLOSING DATE: Friday, February 24, 2006.

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OPEN TO THE PUBLIC

ANIMAL CARE SPECIALIST

Salary: Entry \$22,551 - Max \$34,466 Annually (001209) (Requisition # 6360005)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals with a minimum of 6 months experience in animal care to join our team. Animal Care Specialists are responsible for the feeding, cleaning and care of shelter animals. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

ANIMAL CARE SPECIALIST (PART-TIME)

Salary: Entry \$10.84 - Max \$16.57 Hourly (001209) (Requisition # 5360011)

Eighth grade. Six months of experience in the care and feeding of animals are required. Miami-Dade County Animal Services Department is looking for committed individuals to join our team. Duties include feeding, cleaning and care of shelter animals. This position has the potential for full-time employment with competitive benefits. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

CASHIER 2

Salary: Entry \$23,710 - Max \$37,018 Annually (000302) (Requisition # 6430022)

High school diploma or GED. Two years of experience as a bank teller or cashier responsible for cash sums of money are required. (Building Department) (Southwest) **CLOSING DATE: Friday, February 17, 2006.**

CAUSEWAY SERVICES SPECIALIST

Salary: Entry \$25,262 - Max \$40,323 Annually (001284) (Requisition # 6600031)

High school diploma or GED. Two years of clerical experience are required. (Public Works Department) (Causeways) **CLOSING DATE: Friday, February 17, 2006.**

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OPEN TO THE PUBLIC

MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT NOW HIRING!

This announcement supersedes all previous announcements under and those who previously applied need not reapply.

CORRECTIONAL OFFICER

Salary: Entry \$33,363 - Max \$51,126 Annually*

(004502A)

Trainees (non-certified Correctional Officers): \$1,063 Bi-weekly

(Requisition #5390071)

This is security and limited rehabilitation work in the care, custody, and control of inmates held in Miami-Dade County correctional facilities for the Corrections and Rehabilitation Department, a 24-hour, 7 days per week operation. Applicants must be able to work any assigned shifts such as day, afternoon, and midnight to include weekdays, weekends, and holidays, as needed.

THE FOLLOWING DOCUMENTATION MUST BE PRESENTED AT THE TIME OF APPLICATION:

- ▶ **Proof of Age** - Must be age 18 at time of application and age 19 by time of employment.
- ▶ **Acceptable Photo Identification** (such as Driver license).
- ▶ **Proof of Education** - High School Diploma or GED. Official transcripts must be submitted with an out-of-state GED.
- ▶ **Proof of Certification** (if applicable). Preference will be given to State of Florida Certified Correctional Officers or State of Florida Certifiable Correctional Officers.
 - ◆ Basic Recruit Certificate/Certificate of Compliance for Correctional Officers issued by the Florida Department of Law Enforcement as prescribed in Chapter 943 of Florida Statutes;
 - or
 - ◆ Certificate of Completion issued by an accredited school of criminal justice, which indicates satisfactory completion of basic corrections training AND the report of results of the Florida Correctional Officer Certification Examination, indicating passing scores in all five components of the test.

Certified Correctional Officers will earn \$125 Hazardous Duty Pay on a bi-weekly basis.

* Includes Supplemental Pay

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- ▶ **Proof of Veteran's Preference** (if applicable). Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application.

No Residency Requirement

Must be a United States Citizen at time of appointment.

APPLICANTS MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION AT THE FOLLOWING LOCATION. PLEASE DO NOT SUBMIT A RESUME FOR THIS POSITION.

Center for Employment Application
140 West Flagler Street, Suite 105, Miami, Florida 33130
Monday to Friday, 8:30 am to 4:00 pm

CLOSING DATE: Friday, September 29, 2006

Applicants who previously have applied for the Correctional Officer classification and whose eligibility has not exceeded two years are not required to sign-up for this recruitment.

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OPEN TO THE PUBLIC

ELECTRICIAN

Salary: Entry \$32,991 - Max \$47,568 Annually (006510B) (Requisition # 5640044)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Electrician. Must have own tools. Must obtain a CDL/Class B within the probationary period. Duties include operating bucket trucks. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Seaport Department) (Port of Miami) **CLOSING DATE: Friday, September 29, 2006.**

HEAVY EQUIPMENT TECHNICIAN

Salary: Entry \$39,479 - Max \$57,497 Annually (006114) (Requisition # 6110032)

Eighth grade. Two years of experience as a mechanic on heavy trucks (10,000 GVW) and similar equipment such as waste trucks, dump trucks or fire trucks are required. Must possess a Driver license and obtain a CDL/Class A prior to the completion of the probationary period. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

LIGHT EQUIPMENT TECHNICIAN

Salary: Entry \$32,991 - Max \$47,568 Annually (006112) (Requisition # 6110022)

Eighth grade. Two years of skilled experience in the diagnosis, test, replacement, repair, overhaul, and maintenance of diversified automotive and passenger vehicle equipment such as engines, transmissions, air-conditioning systems, ignitions, differentials, brakes, electrical systems, and other vehicular systems are required. Must possess a Driver license. Must possess or obtain an Automotive Service Excellence (ASE) Certificate for Servicing Motor Vehicle Air-Conditioning prior to the completion of the probationary period. (General Services Administration) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

PLUMBER

Salary: Entry \$32,991 - Max \$47,568 Annually (006527A) (Requisition # 6110019)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman Plumber. Must possess a Driver license and own hand tools. (General Services Administration) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

PARK SERVICE AIDE (PART-TIME)

Salary: Entry \$10.02 - Max \$10.02 Hourly (007202E) (Requisition # 6930028)

High school diploma or GED. Three months of public contact and money handling or cashiering experience are required. Must be able to work weekends, weekdays and holidays on a varying work schedule. Must possess a Driver license. Work hours less than 30 per week. **Apply in person at the Deering Estate Visitors Center, 16701 SW 72 Avenue, 10:00 am - 3:00 pm, seven days.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (South Dade) **CLOSING DATE: Friday, February 24, 2006.**

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This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply.

POLICE OFFICER (TRAINEE)

Trainee Salary: \$33,243 Annually

(004201)

Salary: Entry \$34,829 - Max \$60,612 Annually

(Requisition # 9320019)

APPLICANTS WHO PREVIOUSLY APPLIED FOR THE POLICE OFFICER CLASSIFICATION AND WHO ARE CURRENTLY ACTIVE ON THE ELIGIBLE LIST MAY NOT SIGN UP FOR THIS RECRUITMENT UNTIL YOUR NAME HAS BEEN REMOVED FROM THE LIST.

NATURE OF WORK: This is general law enforcement and public safety work in the protection of life and property and execution of orders issued through the authority of the Director of the Miami-Dade Police Department, with positions in various locations.

For Certified Police Officers: Employed in a full-time sworn classification by (or separated within preceding 24 months from) another police agency, possession of a Basic Recruit Certificate of Compliance from the State of Florida or its equivalent, completed probation with a Florida law enforcement agency, and one year of police experience.

For Non-Certified Police Officers: High school diploma or GED. Minimum age of 19.

The following requirements for Certified and Non-Certified Police Officers must be presented at the time of application:

- Social Security Card
- Acceptable Photo Identification (such as a Driver license)
- Proof of all Formal Education (including official college transcripts)
- A Driver license
- Proof of U.S. Citizenship
- Proof of Veterans Preference (if applicable). Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim Form at the time of application.
- Basic Recruit Certificate of Compliance from the State of Florida or its equivalent (for Certified Police Officers Only)

Applicants must meet minimum County medical standards. Must possess visual acuity not exceeding 20/100 uncorrected, corrected to 20/30 or better. Contact lenses are permitted. Applicants must be able to distinguish between the colors red, green, and yellow. Weight must be in proportion to height. Applicants successfully completing a background investigation will be administered a psychological evaluation to determine suitability and compatibility to perform the basic job functions. As a condition of employment, applicants qualifying for positions requiring a Commercial Driver License (CDL) will be required to sign a Release of Controlled Substances and Alcohol Test Information Form.

No Residency Requirement

APPLICANTS MUST APPLY IN PERSON AND COMPLETE AN EMPLOYMENT APPLICATION AT THE FOLLOWING LOCATION. PLEASE DO NOT SUBMIT A RESUME FOR THIS POSITION.

Photo identification is required at the time of application.

Miami-Dade Police Department

Personnel Management Bureau, 9105 NW 25th Street, Miami, Florida

Monday through Friday, 8:30 am to 4:00 pm

Applicants may visit MDPD website (Ⓜ HYPERLINK "<http://www.mdpc.com>" www.mdpc.com) or call (305) 471-1945.

Applicants who may have qualified on the civil service examination will be required to take the Criminal Justice Basic Abilities Test (CJ-BAT) as required by the Criminal Justice Standards and Training Commission prior to entering the Police Academy. Those applicants that are currently Florida State Certified Police Officers and meet the lateral requirements of the Miami-Dade Police Department are not required to take the CJ-BAT. (Miami-Dade Police Department) (Various) **Closing Date: Friday, September 29, 2006.**

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PARK SERVICE AIDE (PART-TIME)

Salary: Entry \$10.02 - Max \$10.02 Hourly (007202A) (Requisition # 6930148)

High school diploma or GED. Three months of experience in customer contact, recreation, or general labor are required. Must be able to work nights, weekends and holidays. Must possess a Driver license. Work hours less than 30 per week. Knowledge of boxing for fitness is highly preferred. **Apply in person at Tropical Park Boxing Center, 7900 SW 40 Street, Monday - Friday, 12 noon - 3:00 pm.** (Park and Recreation Department) (West Dade) **CLOSING DATE: Friday, February 24, 2006.**

PARK SERVICE AIDE (PART-TIME)

Salary: Entry \$10.02 - Max \$10.02 Hourly (007202A) (Requisition # 5930530)

High school diploma or GED. Three months of experience in customer contact, recreation, or general labor are required. Must be able to work nights, weekends and holidays. Must possess a Driver license. Work hours less than 30 per week. Knowledge of ceramics or tennis highly preferred. **Apply in person at Westwind Lakes, 6805 SW 152 Avenue, Monday-Friday, 10:00 am - 6:00 pm.** (Park and Recreation Department) (West Dade) **CLOSING DATE: Friday, February 17, 2006.**

REFRIGERATION-AC MECHANIC

Salary: Entry \$39,479 - Max \$57,578 Annually (006532A) (Requisition # 6900029)

Eighth grade. Must possess a Miami-Dade County Certificate of Competency as a Journeyman in General Mechanical or Journeyman in Air-Conditioning. Must possess a Class D license and Type II, or Universal certification from an EPA recognized certification program in refrigerant transition and recovery service practices in accordance with EPA 40 CFR, Part 82, Subpart F, Section 608 of the 1990 Clean Air Act Amendment. Applicants will be subject to an extensive background investigation, fingerprint check and polygraph examination. (Library Department) (Downtown) **CLOSING DATE: Friday, March 10, 2006.**

SECRETARY (EXEMPT)

Salary: Entry \$26,495 - Max \$40,966 Annually (000031A) (Requisition # 6790023)

High school diploma or GED. One year of advanced clerical experience is required. Must take and pass a typing skills test with a score of 35 net WPM. Photo identification is required to take the typing skills test. (Community Action Agency) (Various) **CLOSING DATE: Friday, February 17, 2006.**

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MUST SUBMIT RESUME

MIAMI-DADE COUNTY EMPLOYEES ONLY

ADMINISTRATIVE OFFICER 1

Salary: Entry \$29,822 - Max \$49,993 Annually (000810A) (Requisition # 6080019)

Bachelors degree. Experience with the Countys procurement process and personnel procedures is preferred. (Property Appraisal) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

AIRCRAFT TECHNICIAN SUPERVISOR

Salary: Entry \$54,185 - Max \$79,023 Annually (006107) (Requisition # 5320208)

High school. Five years of experience in civilian or military service in aircraft maintenance and electrical avionics are required. A Federal Aviation Administration (FAA) Airframe and Powerplant Mechanic license and a FAA Inspector Authorization license are required. Must possess a Driver license. (Miami-Dade Police Department) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

CLERK 4

Salary: Entry \$29,583 - Max \$47,936 Annually (000013A) (Requisition # 6630009)

High school diploma or GED. Three years of advanced clerical experience are required. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by federal law is a continuing condition of employment. Procurement related experience is preferred. (Miami-Dade Aviation Department) (Miami Int'l Airport) **CLOSING DATE: Friday, February 17, 2006.**

COMMISSIONER AIDE

Salary: Entry \$25,000 - Max \$40,000 Annually (008615) (Requisition # 6010019)

High school diploma or GED. Must possess excellent communication and bilingual (English/Spanish) skills and the ability to work weekends and extended hours. This is advanced clerical work which involves answering telephones and directing calls to office staff; answering and assisting with constituent inquires; opening and stamping incoming mail; filing; managing community projects and performing other general office work as required. Experience with computers and composing business correspondence is highly desired. **Send resume: Attention: Rita C. Lagace, Miami-Dade County Board of County Commissioners, Office of Commissioner Carlos A. Gimenez, District 7, 111 NW 1 Street, Suite 220, Miami, FL 33128; or apply via email: ritacl@miamidade.gov.** (County Commission) (Downtown) **CLOSING DATE: Friday, February 24, 2006.**

EMERGENCY MANAGEMENT DIVISION MANAGER (EXEMPT)

Salary: Entry \$56,088 - Max \$91,197 Annually (009210) (Requisition # 6020010)

Bachelors degree. A minimum of two to four years of professional experience in coordinating, planning and/or developing emergency management programs is required. (Office of Emergency Management) (Doral) **CLOSING DATE: Friday, February 17, 2006.**

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MIAMI-DADE COUNTY EMPLOYEES ONLY

MANAGER, ANIMAL SERVICES DEPARTMENT (BUDGET AND FINANCE)

Salary: Entry \$52,389 - Max \$84,566 Annually (009432A) (Requisition # 6360036)

Bachelor's degree. A minimum of two to three years of professional administrative experience in budget, procurement or finance to include supervisory experience is required. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

MANAGER, ANIMAL SERVICES DEPARTMENT (ENFORCEMENT AND COLLECTIONS)

Salary: Entry \$52,389 - Max \$84,566 Annually (009432B) (Requisition # 6360037)

Bachelor degree. A minimum of two to three years of professional administrative experience in code enforcement, investigations, or veterinary services to include supervisory experience is required. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

PERSONNEL TECHNICIAN

Salary: Entry \$26,025 - Max \$43,348 Annually (000402B) (Requisition # 6390062)

High school diploma or GED. Two years of advanced clerical experience processing and maintaining personnel or payroll records are required. Completion of college coursework may substitute for the required experience on a year-for-year basis. The applicant will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination. (Department of Corrections and Rehabilitation) (NorthWest) **CLOSING DATE: Friday, February 17, 2006.**

TRAINING SPECIALIST 1

Salary: Entry \$29,822 - Max \$49,993 Annually (000420) (Requisition # 6080014)

Bachelors degree in Education, Personnel Management, Business Administration, Public Administration or a related field. Experience in Real Estate or Personal Property is preferred. (Property Appraisal) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

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ACCOUNTANT 3

Salary: Entry \$45,562 - Max \$76,651 Annually (000317) (Requisition # 6600036)

Bachelors degree in Accounting or Bachelors degree to include 21 semester credits in Accounting. Two years of professional accounting experience to include the preparation of complex financial reports are required. Additional professional accounting experience to include the preparation of complex financial reports may substitute for the required education on a year-for-year basis. Data Processing coursework may substitute for Accounting coursework to a maximum of six semester credits. (Public Works Department) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

ADMINISTRATIVE OFFICER 2

Salary: Entry \$37,653 - Max \$63,519 Annually (000811J) (Requisition # 6110036)

Bachelors degree in Business Administration, Accounting, Management, or related field. One year of professional procurement contracting or related procurement experience is required. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

ADMINISTRATIVE SECRETARY (EXEMPT)

Salary: Entry \$28,294 - Max \$49,993 Annually (000094A) (Requisition # 5090021)

High school diploma or GED. Three years of secretarial or related word processing experience are required. Must take and pass a typing skills test with a score of 40 net WPM. Photo identification is required to take the typing skills test. (Team Metro Department) (Melrose) **CLOSING DATE: Friday, February 17, 2006.**

ANIMAL SERVICES INVESTIGATOR

Salary: Entry \$34,591 - Max \$58,101 Annually (001213) (Requisition # 6360022)

High school diploma or GED. Two years of investigative experience, code enforcement, veterinary or related experience are required. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

ASSISTANT DEPUTY SUPERVISOR OF ELECTIONS, ELECTRONIC VOTING (EXEMPT)

Salary: Entry \$68,515 - Max \$106,217 Annually (009424) (Requisition # 6160025)

Bachelors degree. A minimum of three to six years of professional experience in the administration or management of complex computer information systems. Additional experience may substitute for the required education on a year-for-year basis. Experience in election administration or electronic voting (DRE) is preferred. (Elections) (Doral) **CLOSING DATE: Friday, February 24, 2006.**

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ASSISTANT DIRECTOR, ANIMAL SERVICES DEPARTMENT (VETERINARY SERVICES) (EXEMPT)

Salary: Entry \$73,557 - Max \$114,875 Annually (009075B) (Requisition # 5360014)

Doctorate's degree in Veterinary Medicine. Must possess a State of Florida Veterinarian license or be license eligible. A minimum of two years of veterinary experience is required. Veterinarians who are not licensed in the State of Florida must obtain a Florida Veterinary license within six months of appointment. At Miami-Dade County, our mission is "Delivering Excellence Every Day" and we are seeking a motivated animal professional to join our team. The newly created Animal Services Department, with an annual budget of \$8.4 million, has a challenging opportunity for a highly dedicated, dynamic, innovative and experienced professional in the field of Veterinary Services. The successful candidate will oversee the professional care and treatment of animals located in the county's animal shelter; implement various animal control programs; develop and enhance standards and procedures related to the care, control and disposition of impounded animals; direct the surgical care of animals, protocols involving areas of operation, cleaning and free spay/neuter programs; serve as a technical consultant to health officers and various agencies to include providing expert testimony on veterinary issues and animal care investigations; coordinate the processing of impounded animals, pharmaceutical inventory operations, license/vaccination programs, and animal adoption programs; and communicate with potential adopters. This position reports to Dr. Sara Pizano, the new Director of the Animal Services Department. The incumbent will supervise a staff of approximately 45 full-time and part-time employees engaged in various levels of office and field operations pertaining to animal care, veterinary services and public contact work in support of county animal services activities. ***Candidates must submit resumes with a cover letter indicating Requisition # 5360014 and title of position to: Luis L. Gonzalez, Manager, Recruitment and Internal Placement Section, Employee Relations Department, Personnel Services Division, 111 NW 1 Street, Suite 2020, Miami, FL 33128, or submit via e-mail as a Word document attachment to LLG@miamidade.gov. This position is open until further notice.*** Resumes and other information submitted in response to this advertisement are public records pursuant to Chapter 119 Florida Statutes. We offer a generous benefit package. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Animal Services Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

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AUDITOR, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008858) (Requisition # 6990007)

Bachelor's degree in Accounting, Business Administration, Finance or related field. Three years of audit experience to include contract and construction auditing in the public or private sector are required. Must possess excellent computer skills including word processing applications and spreadsheet applications, e.g. Microsoft Excel. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. Applicant must be able to multi-task and proactively manage the audit work assignments. Applicants are expected to independently plan and execute the audit assignment, including preparing the written report. Superior writing skills and mature judgment are essential. Demonstrated knowledge of government processes is desired. Florida Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Fraud Examiner (CFE) certification and/or Masters Degree in Accounting or Finance is preferred. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami FL 33130, Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office.** (Office of the Inspector General) (Downtown) **CLOSING DATE: Position open until filled.**

BCC ASSOCIATE AUDITOR

Salary to be determined by the Board of County Commissioners Annually (008656) (Requisition # 6010017)

Bachelor's degree in Accounting, Business Administration, Public Administration, or related field. Two years of professional auditing, budget development and monitoring, fiscal management analysis or related experience are required. A Master's degree, Master's degree in Business Administration, Master's degree in Public Administration, Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA) license, Certified Information Systems Auditor (CISA) license or equivalent license may substitute for one year of the required experience. **Send resume package to: Mr. Charles Anderson, Commission Auditor, Miami Dade County, Office of the Commission Auditor, 111 NW 1 Street, Suite 1030, Miami, FL 33128. (County Commission) (Downtown) CLOSING DATE: Friday, February 17, 2006.**

BIOLOGIST 1

Salary: Entry \$32,907 - Max \$55,372 Annually (001530) (Requisition # 6550023)

Bachelors degree in Biology or related natural or environmental science field. Must possess a Driver license. (Department of Environmental Resources Management) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

BIOLOGIST 2

Salary: Entry \$37,810 - Max \$63,835 Annually (001531) (Requisition # 6600037)

Bachelors degree in Biology or related natural or environmental science. One year of professional experience in environmental monitoring or natural resource regulation and management is required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Public Works Department) (Northwest) **CLOSING DATE: Friday, February 17, 2006.**

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BUILDING INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002105) (Requisition # 5430070)

Applicants must meet one of the following requirements: (a) Five years of construction experience in a supervisory capacity AND at least one of the following: (1) Must possess a General Contractors license and a current Certificate of Competency issued by the State of Florida Construction Industry Licensing Board, or (2) Must possess a General Contractors license and a current Certificate of Competency issued by the Miami-Dade County Construction Trades Qualifying Board, OR EXCEPTION: Individuals holding licenses as a Residential Contractor and/or Building Contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or the Miami-Dade County Construction Trades Qualifying Board, may be certified as an entry level inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this exception shall be required to attend the first available formal educational course as approved by the Board of Rules and Appeals, immediately following employment. In order to maintain eligibility for appointment, inspectors certified under this exception shall obtain a Certificate of Competency and General Contractors license issued by Miami-Dade County, or a State Certified General Contractors license within 18 months of the date of original appointment, or (3) Must possess a General Contractors license issued subsequent to a proctored examination, graded by an independent testing agency approved by the Board of Rules and Appeals; or (b) Two years of construction experience and must possess an Associate of Science degree in Building Code Enforcement awarded for completion of an educational course approved by the Board of Rules and Appeals and possess a current Certificate of Competency as a General Contractor in the State of Florida; or (c) Must possess a current State of Florida Registered Architect license; or a current State of Florida Professional Engineer license and building construction experience. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest)

CLOSING DATE: Friday, September 29, 2006.

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BUILDING PLANS PROCESSOR (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (002167A) (Requisition # 5430038)

Must possess a State of Florida Professional Engineer license, a State of Florida Registered Architect license, or a General Contractors license. Five years of experience under the jurisdiction of the Building Code are required; or Must be a currently certified Building Official, Plans Examiner or Inspector with five years of experience in such positions, three years of which shall have been within the jurisdiction of the Building Code are required; or Must be a currently certified Building Inspector having an Associate of Science degree in a course of education approved by the Board of Rules and Appeals. Five years of experience as a licensed General Contractor, two years of which shall have been within the jurisdiction of the Building Code are required; or three years of experience as a Building Official, Plans Examiner or Inspector within the jurisdiction of the Building Code are required. This modified criteria shall apply only to individuals holding one of the following: 1. A General Contractors license issued by the State of Florida Construction Industry Licensing Board, provided the license number is less than #7837 or, 2. A General Contractors license issued by the Miami-Dade County Construction Trades Qualifying Board or, 3. A General Contractors license issued by the State of Florida Construction Industry Licensing Board with license #7837 or greater holding a certification as a roofing contractor or inspector issued by the State of Florida Construction Industry Licensing Board or Miami-Dade County Construction Trades Qualifying Board or, 4. Any General Contractors license issued subsequent to a proctored examination graded by an independent testing agency approved by the Board of Rules and Appeals. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. General Contractors must be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractors Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County's Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

CADASTRAL TECHNICIAN

Salary: Entry \$33,072 - Max \$52,685 Annually (001017) (Requisition # 6600040)

High school diploma or GED. Three years of drafting and/or surveying experience are required. (Public Works Department) (Downtown) **CLOSING DATE: Friday, February 24, 2006.**

COMPUTER SERVICES MANAGER

Salary: Entry \$68,423 - Max \$108,687 Annually (001847) (Requisition # 6160022)

Bachelors degree in a computer related field. Four years of progressively responsible experience in a complex computer information systems environment to include two years of supervisory experience are required; or Bachelors degree to include 15 semester credits in a computer related field. Five years of progressively responsible experience in a complex computer information systems environment to include two years of supervisory experience are required. Two years of technical experience with Voter Registration Systems is preferred (Elections) (Doral) **CLOSING DATE: Friday, February 24, 2006.**

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CONSTRUCTION MANAGER 1 (EXEMPT)

Salary: Entry \$43,348 - Max \$73,248 Annually (006610F) (Requisition # 6830001)

Bachelors degree in Architecture, Engineering, Construction Management, or related field. Three years of experience in the design, construction or management of construction projects are required. A State of Florida Professional Engineer license, State of Florida Registered Architect license, certificate issued by State of Florida or Miami-Dade County as a General Contractors, General Building Contractor or General Engineering Contractors, or Certificate of Eligibility in General Engineering or General Building may substitute for the required education. Experience in ADA design, AutoCADD, and project management is highly preferred. Excellent communication skills are desired. (Office of ADA Coordination) (Downtown)

CLOSING DATE: Friday, February 17, 2006.

DEPARTMENT CONTROLLER (MDT) (EXEMPT)

Salary: Entry \$68,515 - Max \$106,217 Annually (008490A) (Requisition # 6670090)

Bachelors degree. Must possess a Certified Public Accountant (CPA) license. A minimum of three to six years of progressively responsible experience in financial management, governmental accounting or public accounting to include supervisory experience is required. (Miami-Dade Transit) (Downtown) **CLOSING DATE: Friday, February 24, 2006.**

ELEVATOR CONTRACT SPECIALIST

Salary: Entry \$47,026 - Max \$77,948 Annually (006474C) (Requisition # 5630011)

High school diploma or GED. Must possess a State of Florida Certificate of Competency as an Elevator Inspector or have four years of journeyman level experience in the construction, maintenance, service and repair of elevators and proof of completion of an apprenticeship program for elevator mechanics. A State of Florida Certificate of Competency as an Elevator Inspector must be obtained during the one year probationary period. Must present a Driver license during the interview selection process. Applicants qualifying for employment with the Miami-Dade Aviation Department will be subject to extensive security screening, including but not limited to fingerprint checks, employment verification and such other procedures as may be mandated by federal law. The security clearance required by the federal law is a continuing condition of employment. Possession of a Certified Inspector license and contract administration experience are preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Miami-Dade Aviation Department) (Miami Int'l Airport) **CLOSING DATE: Friday, February 17, 2006.**

ELEVATOR INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (002101A) (Requisition # 6110011)

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspector license as specified in Chapter 399, Florida Statutes. Must be able to climb ladders and stairs. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. **This position is exempt from Miami-Dade County Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** (General Services Administration) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

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ELEVATOR INSPECTOR (PART-TIME)

Salary: Entry \$22.61 - Max \$32.76 Hourly (002101A) (Requisition # 5110094)

Must possess a Certificate of Competency as an Elevator Inspector issued by the Florida Department of Business and Professional Regulation and a Certified Inspector license as specified in Chapter 399, Florida Statutes. Must be able to climb ladders and stairs. Must possess a Driver license. Certificate and license must be in good standing with the Florida Department of Business Regulation with no pending complaints. Applicants qualifying for employment will be subject to extensive background screening. **This position is exempt from Miami-Dade County Residence Requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** (General Services Administration) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

EMERGENCY MANAGEMENT COORDINATOR

Salary: Entry \$45,562 - Max \$76,651 Annually (004170A) (Requisition # 6020015)

Bachelor's degree. Two years of professional experience in coordinating emergency measures or services to include management, planning and/or development of emergency management procedures are required. Additional experience in emergency management may substitute for the required education up to a maximum of two years. Must be able to respond to emergencies on a 24-hour basis. Must possess a Driver license. (Office of Emergency Management) (Doral) **CLOSING DATE: Friday, February 24, 2006.**

EMPLOYEE SUPPORT SERVICES ASSISTANT

Salary: Entry \$29,583 - Max \$47,936 Annually (009401) (Requisition # 6050025)

High school diploma or GED. Three years of advanced clerical experience in a mental health, employee assistance program (EAP), substance abuse or medical environment are required. Insurance billing is preferred. (Employee Relations Department) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

ERD PERSONNEL SERVICES SPECIALIST 2

Salary: Entry \$45,680 - Max \$72,660 Annually (000543) (Requisition # 6050023)

Bachelor's degree in Human Resources Administration or Business Administration; or Bachelor's degree and one year of experience in personnel administration are required. (Employee Relations Department) (Downtown) **CLOSING DATE: Friday, February 24, 2006.**

INFORMATION OFFICER

Salary: Entry \$37,653 - Max \$63,519 Annually (002307A) (Requisition # 6900006)

Bachelors degree in Journalism, Communications, Public Relations, Marketing, English or related field. One year of professional experience in journalism, advertising, marketing or public relations is required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Library Department) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

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INVESTIGATIVE ANALYST, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008857) (Requisition # 6990006)

Bachelor's degree. A minimum of one year of experience in the criminal justice arena, preferably from a law enforcement or a criminal justice agency in the field of analytical information analysis is required. This position involves the performance of professional level duties related to the collection, evaluation, analysis, and dissemination of investigative data from all sources, on any person, group or organization that engages in criminal or potentially criminal activities of fraud, abuse and corruption. This position supports Special Agents and Legal Counsel directly in the compilation of confidential information regarding complex investigations, recommending specific investigative direction based on conclusions drawn from analysis. Illustrative tasks include: use of link analysis and activity charting; compilation and analysis of financial records, including bank records; research and collection of information from investigative and public records databases. This position will be expected to operate the Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) database, which requires certification. The incumbent will be required to obtain this certification within six months as a condition of employment and will be required to maintain his/her certification in good standing while employed in this position. Applicant must possess excellent computer skills, including proficiency in word processing, spreadsheet, flowcharting and presentation applications. This position demands excellent writing and organizational skills. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General 19 West Flagler Street, Suite 220, Miami FL 33130, Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office.** (Office of the Inspector General) (Downtown) **CLOSING DATE: Position open until filled.**

LIBRARIAN 1

Salary: Entry \$37,019 - Max \$53,711 Annually (007151B) (Requisition # 6900012)

Master's degree in Library Science or related program from an American Librarian Association (ALA) graduate school. Must be able to work weekends and nights. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Hialeah Gardens) **CLOSING DATE: Friday, September 29, 2006.**

LIBRARIAN 1 (PART-TIME)

Salary: Entry \$17.80 - Max \$25.82 Hourly (007151B) (Requisition # 5900017)

Master's degree in Library Science or related program from an American Librarian Association (ALA) graduate school. Must be able to work weekends and nights. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Various) **CLOSING DATE: Friday, September 29, 2006.**

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LIBRARIAN 1 (TRAINEE)

Salary: Entry \$37,019 - Max \$53,711 Annually (007151A) (Requisition # 6900020)

Must be currently enrolled in an American Librarian Association (ALA) Master's degree program in Library Science or related program and have completed at least 18 semester credits in Library Science or related program. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Various) **CLOSING DATE: Friday, September 29, 2006.**

LIBRARIAN 2

Salary: Entry \$40,578 - Max \$59,010 Annually (007152) (Requisition # 6900013)

Master's degree in Library Science or a related program from an American Librarian Association (ALA) graduate school. One year of professional experience as a librarian is required. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Miami Beach) **CLOSING DATE: Friday, September 29, 2006.**

LIBRARIAN INTERN (TRAINEE)

Salary: Entry \$33,447 - Max \$33,447 Annually (007150) (Requisition # 6900011)

Must be currently enrolled in an American Librarian Association (ALA) Master's degree program. Must provide an acceptance letter from the dean. Must provide an official transcript indicating applicant has taken (or is currently taking) Master of Library Science or related program courses or registration document indicating applicant is enrolled for the current term. **Applicants must forward resume submittals by mail, E-mail, or fax to: Ms. Martha Sanchez, Library Personnel Manager, Miami-Dade Public Library, Personnel Office, 101 West Flagler Street, Miami, FL 33130, Telephone Number: (305) 375-5337, Fax Number: (305) 679-7701, Email Address: personnel@mdpls.org.** (Library Department) (Various) **CLOSING DATE: Friday, September 29, 2006.**

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LIBRARY AUTOMATED SERVICES ADMINISTRATOR (EXEMPT)

Salary: Entry \$73,557 - Max \$114,875 Annually (009354) (Requisition # 5900091)

Bachelors degree in Computer Science or related field. A minimum of four to seven years of professional experience to include three years of supervisory or administrative experience in the field of automated services is required. Masters degree in Library Science is preferred. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Library Department) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

MANAGEMENT TRAINEE (EXEMPT)

Salary: Entry \$38,899 Annually + Benefits (000870) (Requisition # 6030001)

Miami-Dade County, FL (Population 2,000,000+) (Up to 4 positions). Seeking motivated and talented participants willing to become future county leaders for a one-year rotational internship program beginning July 17, 2006. Designed to provide individuals with exposure to unique management experience in a large urban county government, with direct involvement in day-to-day operations of major County departments, as well as special projects requiring research and analysis. Require MPA or related degree by the program start date. Applicants must submit a complete application package containing the following: Four (4) copies of a complete Application Cover Form; Four (4) copies of complete resume; One (1) original and three (3) copies of all official graduate and undergraduate transcripts or degrees, subject to verification; Four (4) copies each of three (3) letters of recommendation (one must be from a faculty advisor); Four (4) copies of an essay, one page in length, describing why the applicant is interested in this position and how they plan to approach the year; Four (4) copies of a previously graded graduate school term paper.

All official transcripts and letters of reference **MUST** be included in the application package. Only completed application packages will be accepted. Transcripts sent directly by the University/College will not be accepted. **SUBMITTAL DEADLINE: Friday, March 31, 2006. Application packages received after the submittal deadline will not be considered. Submit complete application package to: Maggie Fernandez, Program Coordinator, County Managers Office, 111 NW 1st Street, Suite 2910, Miami, FL 33128, (305) 375-3008 by Friday, March 31, 2006. Application form and additional information is available on the County's website at www.miamidade.gov/trainee. Miami-Dade County's hiring decisions are contingent upon the results of a physical examination to include alcohol and drug screening. Upon completion of the training program, participants who secure permanent employment with Miami-Dade County, must agree to establish and maintain permanent residence in Miami-Dade County within fifteen (15) months of employment from the original appointment date. (Section 2-11.17 of the Code of Miami Dade County). (Office of Strategic Business Management) (Downtown) **CLOSING DATE: Friday, March 31, 2006.****

MANAGER, GSA ARCHITECTURAL & ENGINEERING SERVICES (EXEMPT)

Salary: Entry \$79,093 - Max \$124,346 Annually (009407) (Requisition # 6110023)

Bachelors degree in Architecture or Engineering. A minimum of four to eight years of experience in supervising and managing design professionals in architecture, electrical and/or mechanical disciplines involved in the production of construction plans and specification documents for new and renovation work of public and commercial facilities is required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

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MECHANICAL FIELD UNIT SUPERVISOR

Salary: Entry \$53,959 - Max \$77,948 Annually (002149) (Requisition # 5430027)

Applicants are required to have one of the following certificates: (a) Master General Mechanical Certificate of Competency issued by Miami-Dade County Construction Trades Qualifying Board or (b) Florida State Mechanical Contract (CMC) license as specified in Chapter 489, Florida Statutes. Five years of field experience under a Certificate of Competency as a Journeyman General or Master General Mechanical issued by the Miami-Dade County Construction Trades Qualifying Board to include one year of experience working as a Master General Mechanical within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Persons with certification issued by reciprocity with Miami-Dade County will be eligible. OR Five years of field experience under a certificate as a State Mechanical Contractor issued by the State of Florida Construction Industry Licensing Board to include one year of experience working as a Mechanical Contractor within the area of jurisdiction of the Building Code and some plans review and inspection experience are required. Applicants must provide proof of certification for five years; however, a current certificate is not required. Must present a Driver license during the interview process. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County and the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate must be in good standing with Miami-Dade County Contractor Licensing and Enforcement Section and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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MOSQUITO CONTROL SUPERVISOR

Salary: Entry \$33,743 - Max \$56,626 Annually (001253) (Requisition # 6600028)

High school diploma or GED. Two years of field experience in mosquito abatement or pest control to include pesticide usage, equipment and inspection procedures are required. Must pass the Florida Department of Agriculture examination in the CORE, Public Health and Aerial categories and must successfully complete the Code Enforcement Training Program given by the Public Works Department within the probationary period. Completion of 30 semester credits to include 10 semester credits in Biology and/or Entomology may substitute for required experience to a maximum of one year. Must obtain a CDL/Class C with Hazardous Materials Endorsement prior to completion of the probationary period. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Public Works Department) (Northwest) **CLOSING DATE: Friday, February 24, 2006.**

OPERATING SYSTEMS PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001850) (Requisition # 3000005)

Completion of 60 semester credits to include 15 semester credits in a computer related field. Three years of advanced programming and/or system maintenance and problem determination experience are required; or Completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Five years of advanced programming and/or system maintenance and problem determination experience are required. Advanced programming and/or system maintenance and problem determination experience may substitute for the required education on a year-for-year basis. Miami-Dade County is seeking Operating Systems/Programmers for various Countywide vacancies. Applicants must indicate experience and/or skills on the resume. Preferred experience and/or skills are indicated for each hiring department. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Various County Departments) (Various) **CLOSING DATE: Friday, September 29, 2006.**

PROFESSIONAL ENGINEER (EXEMPT)

Salary: Entry \$60,020 - Max \$98,368 Annually (001050Q) (Requisition # 5600088)

Must possess a State of Florida Professional Engineer license. A minimum of three to five years of professional engineering experience in the design and management of general civil engineering projects to include roadway and drainage structures is required. (Public Works Department) (Downtown) **CLOSING DATE: Friday, September 29, 2006.**

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ROOFING INSPECTOR

Salary: Entry \$47,026 - Max \$68,145 Annually (Salary Negotiable) (002108) (Requisition # 5430053)

Must possess a current certificate as a Roofing Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board and five years of experience in the roofing industry to include two years in a supervisory capacity; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a Roofing Inspector or Contractor issued by the Miami-Dade County Construction Trades Qualifying Board and five years of experience in the roofing industry; a certificate as a Building Inspector in Miami-Dade County and hold a personal certificate as a General Contractor issued by the Miami-Dade County Construction Trades Qualifying Board or the Florida Construction Industry Licensing Board (provided the number of the license shall be less than #7837) and five years of experience in the roofing industry; or a current State of Florida Registered Architect or current State of Florida Professional Engineer license from the State of Florida and five years of experience in the roofing industry are required. Must possess a Driver license. All applicants must be eligible for certification by the Miami-Dade County Board of Rules and Appeals as specified in Chapter 8 of the Code of Miami-Dade County. Contractors must also be eligible for certification by the Florida Building Code Administrators and Inspectors Board as specified in Chapter 468, Florida Statutes. Certificate and/or license must be in good standing with Miami-Dade County's Contractor Licensing and Enforcement Section, and/or the Florida Department of Business and Professional Regulation with no pending complaints. All applicants qualifying for employment will be subject to extensive background screening. Applicants holding an active certificate will be required to inactivate their certificate at their own expense upon employment. **This position is exempt from Miami-Dade County's residency requirement (Section 2-11.17 of the Code of Miami-Dade County) for Broward County residents only.** This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Building Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

SENIOR SYSTEMS ANALYST/PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001845A) (Requisition # 6110013)

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience in project management, business analysis, relational database, data extraction, data manipulation, reporting; and work order, service ticket and inventory business systems in a relational database environment is preferred. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

SENIOR SYSTEMS ANALYST/PROGRAMMER

Salary: Entry \$59,327 - Max \$94,527 Annually (001845A) (Requisition # 6140005)

Completion of 60 semester credits to include 15 semester credits in a computer-related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Three years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience with Peoplesoft applications with emphasis on the E-Recruiting, Time and Labor modules, Base Human Resource, Position Control and related interfaces to a legacy Payroll Application; SQR/SQL and Oracle is preferred. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, February 24, 2006.**

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SENIOR TELECOMMUNICATIONS TECHNICIAN

Salary: Entry \$47,568 - Max \$69,669 Annually (001733) (Requisition # 6140004)

High school diploma or GED. Four years of experience in the installation, maintenance, testing and repair of complex communications equipment are required. Possession of a certificate in Electronics from a vocational school may substitute for one year of the required experience. Completion of 60 semester credits to include 21 semester credits in Electronics or Electrical Engineering may substitute for two years of the required experience. Must possess a Driver license. Experience with fiber-optic, video, audio, microwave systems, portable and mobile radio systems, digital and analog computers or telephony and thorough knowledge of complex infrastructure telecommunications systems are preferred. (Enterprise Technology Services Department) (Southwest) **CLOSING DATE: Friday, February 17, 2006.**

SPECIAL AGENT, OFFICE OF THE INSPECTOR GENERAL (EXEMPT)

Salary to be determined by the Inspector General (008865) (Requisition # 6990008)

Bachelor's degree. A minimum of five years experience in investigations, inspections and reviews within the following investigative fields: examining financial records and investigations involving financial institutions; investigation of white collar frauds, including government business transactions, public procurement and program integrity frauds; investigations involving fraud, waste, and abuse of position and whistle-blower cases; inspections and investigations of contractor, permitting, and professional licensing schemes; and investigations of public integrity crimes is required. Applicants must possess excellent computer skills including word processing applications, Internet usage and other public records databases. This position demands excellent writing and organizational skills. Professional designations, such as Certified Fraud Examiner (CFE) is preferred. Pay range is competitive and subject to applicants experience and qualifications. **Hiring decisions contingent upon physical examination results, including drug and alcohol screening. As a condition of employment, selected candidates must pass an extensive background investigation including credit checks. EOE/M/F/D. All applicants should send a cover letter and resume to: Miami-Dade Office of the Inspector General, 19 West Flagler Street, Suite 220, Miami FL 33130 Attn: Job Announcement. The OIG will not accept faxes. No telephone inquiries. Applicants are encouraged to visit the OIG website at www.miamidadeig.org to learn more about the office.** (Office of the Inspector General) (Downtown) **CLOSING DATE: Position open until filled.**

SPECIAL PROJECTS ADMINISTRATOR 2

Salary: Entry \$55,134 - Max \$91,837 Annually (000832G) (Requisition # 6710005)

Bachelors degree. Four years of professional administrative experience to include supervisory experience are required. Masters degree preferred. Experience with workforce development to include planning, policy development and implementation of welfare transition or similar self sufficiency programs and experience with performance measures. (South Florida Employment and Training Consortium) (Northwest) **CLOSING DATE: Friday, February 24, 2006.**

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SYSTEMS ANALYST/PROGRAMMER 2

Salary: Entry \$52,044 - Max \$85,362 Annually (001844A) (Requisition # 5110062)

Completion of 60 semester credits to include 15 semester credits in a computer related field or completion of an information technology certification program (Novel, UNIX, Microsoft, or Oracle). Two years of programming and systems analysis experience are required. Additional programming and systems analysis experience may substitute for the required education on a year-for-year basis. Experience in business, forecast analysis, relational database, data extraction, data manipulation and reporting is desired. Experience in writing and modifying SQL statements and knowledge of fleet management are preferred. (General Services Administration) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

TRAFFIC ANALYST 2

Salary: Entry \$26,262 - Max \$40,648 Annually (001091A) (Requisition # 5600132)

High school diploma or GED. Two years of inspection or data collection experience in traffic systems design, general engineering or related office environment are required. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

TRAFFIC ENGINEER 2

Salary: Entry \$43,348 - Max \$73,248 Annually (001095A) (Requisition # 5600060)

Bachelors degree in Engineering. Two years of traffic and transportation engineering experience are required. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Public Works Department) (Northwest) **CLOSING DATE: Friday, September 29, 2006.**

ZONING EVALUATOR 2

Salary: Entry \$45,562 - Max \$76,651 Annually (002051) (Requisition # 6260012)

Bachelors degree in Public Administration, Urban Planning, Architecture or related field. Two years of experience in zoning-land use administration are required. Must be able to attend evening meetings. Excellent communication skills are highly preferred. Experience in analyzing and composing reports is highly desired. (Department of Planning and Zoning) (Downtown) **CLOSING DATE: Friday, February 17, 2006.**

ZOOKEEPER

Salary: Entry \$25,332 - Max \$38,973 Annually (007401A) (Requisition # 5930366)

High school diploma or GED. One year of experience working with non-domestic animals, reptiles, or exotic birds is required. Completion of related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying schedule. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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ZOOKEEPER (ELEPHANT)

Salary: Entry \$25,332 - Max \$38,973 Annually (007401B) (Requisition # 3930411)

High school diploma or GED. One year of experience working with elephants is required. Related coursework may substitute for the required experience on a month-for-month basis. Must possess a Driver license. Must be able to work days, nights, weekends and holidays on a varying schedule and perform heavy manual labor. This announcement supersedes all previous announcements under this requisition number and those who previously applied need not reapply. (Park and Recreation Department) (Southwest) **CLOSING DATE: Friday, September 29, 2006.**

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MUST TAKE EXAMINATION

MIAMI-DADE COUNTY EMPLOYEES ONLY

CHIEF FIRE OFFICER

Salary: Entry \$67,296 - Max \$96,955 Annually (004111) (Requisition # 6370036)

Currently employed by Miami-Dade County as a Fire Captain with permanent status and two continuous years of full-time service as a Fire Captain with Miami-Dade County immediately preceding the examination date. Time served in an equal or higher uniformed Miami-Dade Fire Rescue Department exempt classification since beginning probation as a Fire Captain will be counted towards the minimum requirement of two continuous years and will be considered as continuous service as a Fire Captain. Must have achieved an overall rating of satisfactory or above on the performance evaluation covering the most recent rating period to be eligible for the examination. The written examination will evaluate knowledge of Fire Science, apparatus and equipment, emergency medical procedures, incident command strategy and tactics, policies and procedures, collective bargaining agreement, and management and supervisory principles and practices. Copies of the Reading List and study packets are available at the Miami-Dade Fire Rescue Department, Training Division, Monday through Friday, 8:00 (0800) a.m. to 4:00 (1600) p.m., excluding holidays, from Monday, January 30, 2006 through Wednesday, April 26, 2006. The application process is separate from picking up study packets from the Miami-Dade Fire Rescue Department, Training Division Office. In order to sit for the promotional examination, all applicants must sign up at the Miami-Dade Fire Rescue Department, Personnel Bureau. Seniority points will be added to the scores of employees qualifying on the competitive examination at the rate of .02308 per pay period of continuous, satisfactory, full-time service in the class indicated on this announcement to a maximum of ten years or six points. Only those individuals deemed unqualified to take the examination will be notified in writing by the Miami-Dade County Employee Relations Department. Applicants deemed qualified will receive no further notification and are to proceed to the examination as scheduled. Applicants requesting Veterans' Preference must submit Veterans' Preference documents and complete a Veteran's Preference Claim form at the time of application. Photo identification is required at the time of application. **Applications are accepted at Miami-Dade Fire Rescue Department Personnel Bureau, 9300 N.W. 41 Street, Miami, Florida, Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays, from Monday, January 30, 2006 through Monday, April 3, 2006. Location of the examination is the Firefighters' Memorial Building, 8000 N.W. 21 Street, Miami, Florida. Date of the examination is Thursday, April 27, 2006. Registration time is 8:45 a.m. to 9:15 a.m. Doors to the test facility will be closed promptly at 9:15 a.m. No one will be admitted for registration after the doors to the test facility have been closed.** Photo identification, such as a Driver license, is required to be admitted to the examination. Make-up requests must be submitted in writing through the applicant's chain of command to the Miami-Dade County Employee Relations Department, Testing and Validation Section, prior to the written examination. (Miami-Dade Fire Rescue Department) (Operations) **CLOSING DATE: Monday, April 3, 2006.**